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DATE: January 21, 2014

TO: BPA SUD Provider Network

FROM: Idaho Department of Health and Welfare

Division of Behavioral Health

SUBJECT: Financial Eligibility/Fee Determination Updates

As of February 1, 2014, providers are required to update a client's financial eligibility for all state funded clients (IDHW, IDOC, IDJC, and ISC) according to IDAPA rule 16.07.01 section 600.b:

Redetermination of ability to pay will be made at least annually or upon request demonstrating that a substantial material change of circumstances has occurred in family size, income, or allowable deductions.

If financial eligibility has not been determined for a client at the time of intake then it is expected that the provider determines financial eligibility utilizing the Fee Determination in WITS at the client's first appointment. Otherwise, providers are expected to update financial eligibility on an annual basis. Compliance with updating financial eligibility will be monitored. In addition to the annual requirement, it is important that financial eligibility is updated if there are changes in a client's financial circumstances as defined above in rule. There is a reminder functionality built into WITS to assist providers in ensuring that annual updates are completed. A screenshot of what your agency WITS administrator (AWA) will see on their Home Page is on the next page.





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Staff can then go to the fee determination list by clicking on "Review" on the individual alert and update the client's financial eligibility.